

Part-time Employment Opportunity
(part-time/non-benefited)



Community Services Department ♦ Cultural Services ♦ 3340 South Rural Road ♦ Tempe, AZ 85282 ♦ 480/350-5287 ♦ TDD480/350-5050

Ceramics - Technician

Opening Date:	August 14, 2006	
Closing Date:	Applications accepted until the needs of the City are met.	
Ongoing seasonal position. Session dates:	Fall 2006	September 11 - November 4
	Winter 2007	January 15 – March 10
	Spring 2007	March 19 – May 12
	Summer 2007	June 4 – July 28
Essential Job Functions:	<ul style="list-style-type: none">• Operate gas and electric kilns, power-driven machinery, and hand tools.• Mix shop glazes and maintain test tiles.• Maintain equipment and facility, report problems, and ensure the safety of class participants and City property.• Communicate effectively with public, instructors, and other City staff in order to complete studio's technical tasks as directed, in a timely manner.• Assist in studio cleanup.• Supervise adult participants and/or volunteers during Open Studio hours.• Move equipment and supplies, weight up to 100 pounds.• Setting up work areas: lifting and carrying tables and chairs, teaching equipment, and audiovisual equipment; organizing and maintaining facility.• Attend pre-program planning and training sessions, and staff meetings, as scheduled according to studio needs.• Inventory supplies, assist with ordering process, and account for supply usage.	
Wage and Schedule:	\$10.50 per hour; up to 19 hrs/week; Wednesday 12-3:30 other days flexible. Additional hours during session as needed for technical demands of studio. Flexible hours. Studio access available outside class time hours.	
Experience & Training:	Two to three years experience with ceramic techniques and processes preferred. Previous experience and knowledge required with gas and electric kilns, mixing glazes, and studio and kiln maintenance.	
Applicant Requirement:	Some positions require the ability to obtain certification in First Aid and CPR if instruction includes physical activity, youth, or hazardous materials and equipment. Requires successful completion of required selection process, successful completion of background investigation, and verification of identity and work authorization.	

Applications available at: Cultural Services, Edna Vihel Center for the Arts,
3340 South Rural Road, Tempe, AZ 85282.

Questions: Please call Lona at 480-350-5224. Return application to above address.

AN EQUAL OPPORTUNITY/ REASONABLE ACCOMMODATION EMPLOYER